

EMPLOYMENT OPPORTUNITY

ANNOUNCEMENT NUMBER: HCMALL 06/20

NOTE: All applicants who are not Family Members of U.S. Government employees officially assigned to Post and under Chief of Mission (COM) authority must have required work and residency permits to be eligible for consideration.

OPEN TO: All Interested Candidates

POSITION: **Language Coordinator**, FSN-7*; FP-7

OPENING DATE: July 19, 2006

CLOSING DATE: August 2, 2006

WORK HOURS: Part time, 30 hours/week

ANNUAL SALARY: *Ordinarily Resident: US\$6,225 (for full time, 40 hours/week) (Starting salary, Position Grade: FSN-7)

LENGTH OF HIRE: This position will be available for one year. Actual filling of the position is contingent upon the availability of funds.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment in Vietnam for the **Language Coordinator** position in the Management Section.

BASIC FUNCTION OF THE POSITION

Incumbent of this position will assist the Management Officer and the Post Language Officer in developing Vietnamese language programs at post for Mission officers and their spouses. The incumbent will also be responsible to develop language programs for the in-country immersion program; develop contacts with local Vietnamese language instructors and language programs; organize local language excursions ranging from half a day to several days around Ho Chi Minh City and to other Vietnamese Cities; identify and maintain language resources library.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office in Ho Chi Minh City or Hanoi.

QUALIFICATION REQUIREMENTS

Note: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University degree in language studies, management, or liberal arts is required.
2. Two years teaching of a foreign language and/or designing language programs and public contact are required.
3. Must have working knowledge of language learning difficulties and cross-cultural sensitivities; Must be knowledgeable in designing language programs, and establishing and maintaining a budget.
4. Excellent computer and organizational skills are required. This will be tested.
5. Level 3 (Good working knowledge) Speaking/Reading English is required. Level 4 (Fluent) Speaking/Reading Vietnamese is required. This will be tested.

SELECTION PROCESS

When equally qualified, American Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Current employed non-ordinarily resident (NOR) persons hired under personal services agreements (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a when actually employed (WAE) work schedule.
5. The candidate must be able to obtain and hold post security clearance.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

You may download the application form at <http://hochiminh.usconsulate.gov/jobs.html> or paper copies are available from the Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

SUBMIT APPLICATION TO

Management Office
U.S. Consulate General, 7A Mac Dinh Chi Street, HCMC.

POINT OF CONTACT

Management Office
U.S. Consulate General HCMC, District 1, HCMC
Tel. 84-8-822-9433
FAX: 84-8-823-4642

DEFINITIONS

1. American Citizen Eligible Family Member (AEFM): A type of EFM that is eligible for direct hire employment on either a family member appointment (FMA) or temporary appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. citizen;
 - Spouse or child who is at least age 18;
 - Listed on the travel orders of a foreign or civil service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US civil, foreign, or uniform services.
2. Eligible Family Member (EFM): Family members at least age 18 listed on the travel orders of a Foreign Service, civil service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or civil service employee or uniform service member permanently assigned to or stationed at a U.S. foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: AUGUST 2, 2006

(All applications must be received by the closing date to receive consideration)

AN EQUAL OPPORTUNITY EMPLOYER

The US Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.